

**Jefferson County
Position Description**

Name:		Department:	UW-Extension
Position Title:	4-H Summer Intern	Pay Grade:	FLSA: N
Date:	February 2014	Reports To:	UWEX Youth Development Agent

Purpose of Position

This position provides assistance in the development of educational programs that support the overall county comprehensive 4-H Youth Development framework.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provide educational support for program related groups and organizations.
- Coordinate educational activities that relate to the overall county educational program.
- Support the volunteer leadership necessary to carry out educational programs.
- Supervise physically active programs.
- Make all reasonable effort to reach a diverse audience and to ensure equitable access to programs and facilities.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.
- Performs other duties as assigned or as may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- E-mails, faxes and copies

Minimum Training and Experience Required to Perform Essential Job Functions

Must have completion of at least 60 college credits, strong organizational and communication skills, proficiency in MS Word and Excel and possess a valid driver's license. Prior experience in 4-H and/or school/community organizations preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to persuade, convince, and/or train others, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as 4-H program reports and forms, newsletter copy, newspaper copy, meat animal sale information, fair book copy, dictionary, directories, publication catalogs, computer software operating manuals, UW-Extension personnel directory, procedures, guidelines, non-routine correspondence and laws.
- Ability to communicate verbally and in writing with County and State UW-Extension personnel, 4-H members and leaders, customers, ICC personnel, County duplication staff, County Administrator personnel and the general public.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals. Ability to interpret graphs and compute discount and interest.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to frequent change.

Physical Requirements

- Ability to operate office equipment and machinery requiring simple, periodic adjustments such as computer keyboard/typewriter, telephone, photocopier, calculator/adding machine and computer printer.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry.
- Ability to exert light physical effort in sedentary to light work, typically involving lifting, carrying, pushing and pulling.
- Ability to recognize and identify individual characteristics of colors, forms and sounds associated with job-related objects and materials.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors such as variations or extremes in temperature, is minimal and poses little risk of injury.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date